a bright new world of typing
INDEX—Four Classifications: 315, 250, 415, 76

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Don't miss these
Time-and-Temper-Saving

**Typing Tips**

Spread through the pages of this Instruction Handbook are helpful suggestions for getting the most out of your new Smith-Corona office typewriter. Shortcuts and tricks of the trade for doing better work, faster and easier.

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Your new Smith-Corona® Office Typewriter takes you a giant step forward into a bright new world of typing. You have new performance, new print brilliance at your fingertips.

Smith-Corona engineers and designers set out deliberately to make these machines far better than the best on the market. They have succeeded. With your new Smith-Corona typewriter, you will have the smoothest typing action you have ever enjoyed. You will have a perfection of typing that will gain you compliments, give you a feeling of work well done. You will enjoy using your new Smith-Corona!

TAKE A FEW MOMENTS
Become familiar with your machine. Learn the things it can do. See how it can make your work go faster, help you go more smoothly through your day.
In this book you will find a section devoted exclusively to your new typewriter. You will find another section that describes the features found in common on all Smith-Corona Office Typewriters.

Last, but by no means least, you will find scattered throughout helpful hints that will ease your work.

Study the book. Learn the proper usage of the features found on your machine. Do this before you insert paper and see how much more you can get out of your typewriter.

IF YOU HAVE QUESTIONS
Call the dealer or Smith-Corona representative from whom the typewriter was purchased. He will be more than happy to help you in any way... make sure that you fully understand the operation of your typewriter. He has a permanent, continuing interest is the performance of your typewriter. He is interested in seeing that you get full use out of it—and full enjoyment out of its use!
BROWNE CHEMICAL CO., INC.

Passeo Avenue, Roseland, New Jersey

Dear Jan,

Look at this letter, have you ever seen anything so beautiful?

I just received a new Smith-Corona Secretarial and I'm so happy ever since I got it. I showed the results to my boss and he has never had any work that good before, he says he'll never work any more in the same office.

Get your boss to look at one - it's the Smith-Corona Secretarial at 315. Before the work is out, call me at 315. I'm always happy to help you in any way.

Sincerely,

[Handwritten signature]
designed with YOU in mind...
with beautiful printwork assured

From this day forward your typing will have a bright new look of crisp, brilliant elegance you've never dreamed possible. Every letter, every report, every memorandum, every piece of work that rolls off your new Secretarial 315 will do you—and your company—proud.

For, here at last, is a typewriter designed and built to match the professional competence and precision of the most accomplished typist.

Your fingers will find that the magnificent new Secretarial® 315 is a precision machine designed with but one purpose in mind—to turn out the cleanest, most beautiful line of write it is possible to achieve. At any speed.

The new Smith-Corona electrics, like modern cars, have a built-in reserve of power and speed to respond without strain to the fastest fingers—without jamming the keys or distorting the spacing. Extra power to save your energy in the extra-demanding emergencies when time is of the essence. Extra precision to reduce time wasting erasures to a minimum. Extra stamina to keep performing at top potential for many, many extra years of service.
Among the unique features that make the Smith-Corona SECRERIAL 315 the finest machine you ever used...

- Crisp, brilliant printwork—at any speed.
- Smoother, quieter at any speed. Exclusive, built-in rubber shock and noise absorbers cushion the action, virtually eliminate the jar and clatter of carriage return and key action.
- Ruggedized modular construction for simpler, faster servicing and parts replacement. Longer life, too.
- Glamour-plus—five soft decor-matching color accents.
- Built-in vanity compartment behind the carriage puts everything you need at your fingertips—changeable type caps, extra ribbon, correction paper—and/or lipstick, compact, tissues.
- More powerful, practically vibration-free motor for smoother-free performance. Unique new safety feature disconnects motor to protect against damage from jammed typebars, accidentally blocked carriage, or overheating.

Typing Tips
It's easy to find the exact center of your paper. Simply adjust the paper so the left edge rests at "0" on the paper scale. Note the number at the right edge, and divide by 2 to get the center point. If the left-hand edge of the paper is on a number other than "0", add the numbers on the left edge and the right edge, then divide by two, and you'll have the center.

To center a heading, count the characters, including punctuation and spaces between words. Then, starting from the center-point, backspace exactly half the characters. This is the starting point for your headline.
ON-OFF SWITCH Plug the typewriter in, turn the switch to ON, and you're ready to go. The switch is located just to the right of the typing keys.

Unless you ordered it otherwise, your new Secretarial 315™ runs on regular alternating current—which, in the United States, means 110 to 120 volts, 60 cycles. If you have other kinds of current be sure you have a typewriter that matches. Make sure you turn the switch to OFF when the machine is not in use.

INSERTING THE PAPER For most of your typing you will find it best to set the paper guide on the paper scale at zero. Drop the paper behind the roller and twirl the roller until the paper is in position for typing. If it isn't straight, or if you want to insert many sheets of paper, pull the paper release lever forward. After you have straightened the paper return the lever to its position. You will assure the best looking typing results if you make sure the paper bail is down before you start typing.

MARGIN SETTING You can set both right and left margins without moving the carriage—thanks to Smith-Corona's exclusive Quick-set™ margins. Simply press down the Left or Right Margin Button, and slide it into place with the line on the button over the desired position on the scale. As you type, the warning bell sounds approximately seven spaces before you reach the right margin.

To continue typing beyond the right margin, depress the Margin Release (M-R) key. To type outside the left margin hold down the M-R Key while you use the Back-Space Key or Carriage Release Lever to reach the desired typing position.
TYPING TIPS

Let your fingers "kiss" the keys. Smith-Corona Typewriter key levers are so beautifully balanced that only a light tap is needed. It's never necessary to "hit bottom" on a typing stroke—the mechanism takes over and carries through, saving you a lot of energy. For maximum comfort, minimum strain and fatigue—keep your fingers well curved, strike with the ball of your finger, each hand anchored on home keys with little fingers serving as pivots. Keep wrists down and "hug" the keyboard—roughly parallel with the slope of the keyboard. Never pull jammed type bars apart with your fingers. Shut off the motor and push the locked bars toward the platen. They will then fall into place.
AUTOMATIC LINE RETAINER  This ingenious device is a great trouble-saver. Simply by pushing the Line Retainer Lever back you can hold your original line while you turn the roller to type subscripts or marginal insertions anywhere up or down the page. To return to the original line, snap the lever forward and turn the roller. You type with absolute registration.

WHISPER-MATIC™ REPEAT-ACTION CARRIAGE RETURN  Exclusive new rubber shock absorbers make the repeat-action carriage return smoother, quieter, and faster than ever. A touch on the large, easy-to-reach Return Button sends the carriage gliding back to the left-hand margin, with no jar or clatter. For quiet repeat line-spacing, just hold the Return Button down.

TRANSPARENT LINE INDICATOR  When you must reinsert a page or fill in a printed form, the Transparent Line Indicator together with the Variable Line Spacer permits you to line up exactly with the print line already on the paper.

The holes in the Line Indicator may be used for drawing vertical and horizontal lines on paper while it remains in the machine.

TYPING TIPS
For continuous rhythm from one line to the next, practice using your little finger to reach the carriage return key. It will save the bother of moving and returning your other fingers to the home keys. After a short period of conscious effort it becomes completely automatic—and such a timesaver!

THE SWEEP TOUCH-TUNER™ AND YOUR TOUCH
Another inspired feature of your Secretarial 315 is the smooth, effortless, cushioned key action. You can adjust your Secretarial 315 to match your personal touch exactly. With your left hand move the sweep touch-tuner below the front frame from left to right, at the same time test typing with your other hand. When the touch of the keys is just what you wish, leave the touch-tuner in that position. You will never have to move it again unless you wish to change your touch.
TYPING TIPS for Care of your Machine

DO DAILY:
Brush dirt and dust from typebars. Always brush toward front of the typewriter.
Move carriage to extreme end positions and clean carriage rails on each side.
Be sure power is shut off before you cover it.

DO PERIODICALLY:
Clean type, using approved type cleaner. Your Smith-Corona has a removable Platen. It should be lifted gently and dirt particles brushed out. It should not be necessary to force the Platen back into position.
Clean Platen, Feed Rolls, and Bail Rolls with cloth slightly moistened with alcohol, or ammonia-base detergent.
NEVER OIL YOUR TYPEWRITER...

LEAVE OILING TO SERVICEMAN

1. For quick reference (and instant neatness) here is a rundown of the popular letter sizes. Some may vary from office to office.
   Standard: 8 1/2"x11"
   Sales Letters: 7 1/4"x10 1/2" two fold.
   Office Memos: 8 1/4"x5 1/2"
   Club Size: 7 1/4"x10 1/2" (strictly male and personal).
   Legal Size: 8 1/2"x13"

2. Before starting, take a few moments to plan your letters for ample, even margins. A short letter looks skimpy if single-spaced, so double-space instead.

3. Figure ten characters to the running inch for pica type; 12 to the inch for elite; and six lines to the vertical inch, single-spaced.

4. Set the right-hand margin stop about 4 spaces to the right of the end of your average line, because the warning bell rings several spaces before the actual stop.

COPY SET™ DIAL One copy or a dozen? They'll all come out crisp and clear when you adjust the striking force with the Copy Set Dial. No need to pound — your Secretarial 315 takes over and hits harder the higher you set the dial.

The setting for a given job depends not only on the number of copies, but also on the kind of paper you use. For most typing requiring few copies, set the dial at 1, 2, or 3. With a little experimenting you can determine the proper settings for any typing jobs on your paper.

AUTOMATIC REPEAT ACTION
Your Secretarial 315 saves you plenty of energy with its Automatic Repeat Actions. You'll find it on all keys that you customarily use for repeated striking—Forward Space, Back Space, Hyphen-Underline, X-key, and Period. A little extra pressure, and they keep striking automatically until released.
CHANGEABLE TYPE™ CHARACTERS The first and last keys in the top row of your machine are specially designed to accept Changeable Type slugs to meet a wide variety of special typing needs—Engineering, International, Mathematical, Spanish-American, Medical, and Popular Greek, etc.

The changeable type snaps quickly and easily onto the two keys, each slug containing two different characters or symbols. Changeable Type for each special purpose is available at SCM dealers and branch offices.

To remove type: Raise the Changeable Type bar slightly with one hand, and grasp the type slug with the thumb and index finger of your other hand. Pull the type slug forward toward the carriage while lifting it up and off the type bar. Remove the corresponding Key Cap from the top row of the keyboard.

To replace type: Slip the changeable type slug over the end of the type bar and pull the slug slightly forward and downward until it snaps into place. Put the corresponding Key Cap in place on the top row of the keyboard.

CAUTION: When changing Changeable Type Characters, be careful not to twist or bend the type bar. The type slug will slide on and off with a minimum of effort when it is properly positioned.

ALL SMITH-CORONA MODELS HAVE THE SPECIAL SCM FEATURES SHOWN ON PAGES 10 THROUGH 15

TYPING TIPS

Do-it-yourself-punctuation:

Degrees: To make a degree mark, roll back the platen slightly and strike the small letter “o,” as—72° F. Division Sign: Strike the colon, backspace and strike the hyphen—Section Mark: Type a small letter “s,” back-space, lower the sheet, and overstrike another small “s.” Thus: §

Cedilla: Make it with a “c” and a comma typed in same space: ç

c. Horizontal lines: Use the platen scale as a straight edge to draw your lines for forms or tables. Vertical lines: Hold the pencil against card-envelope finger and twirl platen knob.
HALF-SPACE KEY This handy key takes more than half the trouble and annoyance out of typing errors. When you add an extra letter, or omit one from a word, it can be corrected neatly with the Half-Space Key. As, for example:

Very truly yours
Very truly yours

Simply erase true, position the carriage to type in the first space following the word “Very”, and hold down the Half-Space Key while typing the “t”. Then release the Half-Spacer and depress it again while typing “r”. Do the same thing for each letter, and the word will fit the same space, as in the illustration above.

If you type in a letter too many, as in

Very truly yours

Very truly yours

erase, and start typing in the second space after “Very”, depressing the Half-Spacer while typing each letter.

It’s easy to make diphthongs, too, with Half-Spacing. Aeolian and Phoenix become Aeolian and Phoenix. Or to center headings with an even number of characters over columns with an odd number—and vice versa.

TABULATOR The full-size tabulator bar, placed conveniently next to the numeral keys, moves the carriage quickly, accurately, and quietly to the tab-selected positions. Use it when typing columnar copy, setting dates and signature positions, and for identifying paragraphs.

Set as many different stops as you want simply by moving the carriage to the desired positions and depressing the Set Key at each position. To tabulate to a selected stop, depress the Tab Bar. To clear individual stops, tabulate to the stop and push the Clear Key. To clear all stops on the 315 and the 250—if the carriage is at extreme left, hold Clear Key down and return carriage to the right; if carriage is at extreme right, press Clear Key and Tab Bar simultaneously to clear all stops at once; on the 76 and the 415, the Total Tab Clear Lever on the right side of the carriage clears all stops without moving the carriage.

TYPING TIPS

The tabulator is not only for figures—it can be a welcome time-and-temper saver for many spacing and estimating chores. Use one setting for paragraph indentations, another for sub-heads, one for sub-indentations, and another for signature.

For a job that requires constant centering, set your tab at the center mark, and let it do the work for you.

Available for typists loaded with columnar typing is found on the DeLuxe Electric Ten-Key Keyset Decimal Tabulator. A real time and money saver.
TO CHANGE A RIBBON

Replacing the ribbon on your Smith-Corona is a quick and easy matter with the easy change Ribbon Carrier. Just follow the directions given below. Make sure the ribbon is on a Smith-Corona spool and has an eyelet.

1. Lift the Ribbon Spool Cover off, on the 250 slide it forwards.
2. Wind the used ribbon onto one spool, using the Ribbon Reverse Lever if necessary.
3. Take the ribbon out of the Ribbon Carrier. Pull the ribbon down first, then slide it in back of the carrier hooks and up and out of the carrier.
4. Remove both ribbon spools. Unfasten the ribbon from the empty spool and retain the spool. Dispose of the used ribbon and the other spool.
5. Put the new spool and ribbon into the right-hand cup. Be sure the spool fits snugly and that the red part of the ribbon is down.
6. Attach the loose end of the new ribbon to the prong on the empty spool. Wind enough ribbon onto the empty spool to cover the metal eyelet on the ribbon.
7. Put this spool into the left-hand cup, making sure the ribbon winds to and from the back of each spool.
8. Insert the ribbon into the slot in each Ribbon Guide (adjacent to each Ribbon Spool Cup.)
9. Slip the ribbon into the carrier, pulling it gently forward so it goes in front of the carrier hook. (On the 250, holding the ribbon on both sides of the Ribbon Carrier, move the ribbon from side to side, sliding it into the top of the Carrier.) Pull the ribbon a little to the right and left to be sure it is correctly threaded. Take up slack by turning the spool.
10. Take up slack by winding the ribbon on one of the spools. Replace the Ribbon Spool Cover and you're ready to type.

TYING TIPS

Interchangeable Special Purpose Platens:

Special Hard Platens make possible as many as 15 legible carbons, saving time, trouble, and temper. Other special Platens are designed to hold labels, library cards, and other special forms. Easy to interchange in a matter of seconds, Smith-Corona’s Special-Purpose Platens are like having many typewriters in one! Get them at your SCM dealer.
REMOVABLE PLATEN

The all-purpose platen of your Smith-Corona is perfect for virtually all typing requirements. It is easily removable for cleaning or interchanging with such special application platens as those mentioned in the Typing Tip on page 12.

To Remove Platen: Move the carriage to the extreme right. Tilt the Paper Bail. On the 76, the 250 and the 315, push the right Carriage End Cover back, on the 415 pull it forward. On the 415 pull the Platen Latch forward. On the 76, 250 and 315 raise and hold the Platen Latch with the left hand. Holding the right Platen Knob with your right hand and pulling the platen to the right, lift it up and out.

To Replace Platen: Make sure the Erasure Table, Paper Bail, and Carriage End Cover are still tilted back and that the carriage is still at the extreme right. Fit the left end of the roller in first, rotating it a little back and forth until it fits in place. Then push the right end of the roller down until it locks. On the 415 the Platen Latch is re-engaged by hand. Return the Carriage End Cover, the Paper Bail and the Erasure Table to their normal positions, and you are ready to type.

Care of your SMITH-CORONA

Your Smith-Corona is ruggedly built to take it — and, with a minimum of care, to stay attractively new-looking for years and years of superb service. Follow these suggestions (and see Typing Tips on page 15) for keeping your machine young-looking, young-acting, and beautiful indefinitely:

When your machine is not in use, cover it with the dust cover supplied.

When dusting it, use a dry, lint-free cloth for all exterior parts. Remove stains by rubbing gently with a cloth dampened in water. For consistently clear, sharp typing, clean the type faces regularly with a brush or approved type cleaner. Heavy pressure is never necessary. Always brush lengthwise, never across, the type.

Open the Ribbon Spool Cover and brush away any dust or erasure grit that may have accumulated on the typing segment. Move the carriage to the extreme right and left and wipe off the exposed carriage rails. Remove the Platen and brush out any dirt. Before and after cutting stencils, clean the type, Platen and Feed Rolls.
MANUAL RIBBON REVERSE  The ribbon on your Smith-Corona reverses automatically when it nears the end of the spool. To reverse the ribbon manually, use the Ribbon Reverse Lever under the Ribbon Spool Cover at the left of the lefthand Ribbon Spool Cup on the 76 and the 315. Move the lever up or down to change ribbon direction. Lever is on keyboard on 250, and under the right fabric ribbon spool on the 415. On the 415, it moves left and right.

PAGE GAGE™ You will find the Page Gage one of the most helpful features on the typewriter, and if you will spend a few minutes now learning how to use it, you will assure neat and uniformly even bottom margins in all your typing. Marked for measuring paper from 8 inches to 11 inches long (8 inches to 13 inches on the 415), it shows exactly how many inches are left at the bottom of your page. You'll find it at the left end of the platen—and you'll quickly learn the right setting for any length of paper.

It's really very easy to set. Before inserting paper, simply turn the platen until the black number corresponding to the length of the paper is directly over the word SET. Most often you will be using standard 11" paper, so you simply push in on the Page Gage Detent between the END and SET markings, and turn the platen—which will automatically correct the setting for 11-inch paper. (See illustration.) On the 415 before inserting paper, turn the roller until the red numeral (corresponding to the length of paper you are using) is positioned directly opposite the red line on the left carriage end cover.

Once the Page Gage is set, insert the paper in the usual way. To see how many inches are left at the bottom simply look at the red inch-indicator numbers over the END marking. Unmarked lines represent half-inches.

Your end-of-page typing problems are over! You'll save hours of retyping. (See page 34 for special Page Gage instructions on the 76.)
LINING CONTROLS

Lines pacing is completely automatic. Simply set the Selector for single, double, or triple spacing. (On the 415 you also have 1½ and 2½ spacing.)

And notice how smoothly, quickly, and silently the carriage glides back at the end of each line.

RIBBON COLOR SELECTOR

The Ribbon Color Selector is on the upper right of the keyboard of the 76, 250 and 315. Move the Indicator up to the Black or down to the Red positions for typing in the desired color. The middle position is for stencils, and there will be no inked impression. (See special instructions on page 21 for the Ribbon Selector on the 415.)

CHECK POINTS FOR OPERATING

If your typewriter does not operate, don't panic! It usually is something simple that you may have overlooked. Make sure...

1. The cord is plugged in a proper A.C. outlet.
2. The switch is turned on.
3. If the typebars operate but do not print, make sure the Ribbon Color Selector is not in the stencil position.

SERVICE

SCM recommends that your Smith-Corona be adjusted, lubricated and serviced only by an SCM trained typewriter technician. If servicing is required, contact the nearest SCM Typewriter Service Center, or your dealer.

SERIAL NUMBER

This number is for your convenience and protection. Record it for use in ordering supplies and accessories, or for identification in case of theft. The number is stamped on the right side of the machine, under the right Ribbon Spool Cup. You can see it easily when you lift the Ribbon Spool Cover off and look in at the machine from the right. On the 76 and the 415, it is on the right of the carriage rail and can be seen when you move the carriage all the way left.

TYPING TIPS

Corrections or changes on bound sheets: Here's how to avoid taking them apart. Insert a sheet of blank paper in your machine, and turn it so about an inch shows above the Platen Scale. Insert the bottom of the bound sheet between the top of the plain sheet and the roller. Roll it backwards to the proper position and you're all set to make the change.

Proof-reading stencils: Some stencil cushions make proof-copies on the backing sheet—these are easy to read. However, if you are reading directly from a dark-colored stencil, a sheet of white paper underneath makes it easier to read.

To insert figures in red when using an all-black ribbon, simply slip a piece of red carbon paper between ribbon and paper.
World's Most Versatile
Most Reliable, Most Luxurious
AUTOMATIC PUSH-BUTTON
ELECTRIC TYPEWRITER

the
Smith-Corona
SECRETARIAL 415

Your new Secretarial 415 is truly the ultimate in automatic push-button luxury. It has been richly endowed with every advantage, every feature that modern technology can devise.

Its incomparable virtuosity is reflected in finished typing with crisp clarity, uniformly elegant appearance never before attainable.

You have never experienced such typing ease and unfailing precision. So smooth and effortless in operation, it seems to write by itself, with perfect rapport between your fingers and the smoothly contoured keys.

Its rapid reflexes result in a speed potential you'll probably never need—a reserve that assures that you have perfect response, perfect performance at every speed.

You'll be proud of the proud look of your Secretarial 415, too. Its tasteful contemporary styling fits beautifully into any office decor.
- Line-of-write elegance at any speed! More than 300 words a minute — without a hitch, because typebar “bounce” and collision have been virtually eliminated.
- Quiet! Luxuriously attained by a whisper-quiet carriage return and tabulation stops.
- Extra-power motor virtually eliminates noise, vibration.

- Instant Automatic Paper Injection-Ejection assures fast perfect paper handling.
- Automatic Push-Button Controls — for ribbon selection, margin settings, carbons, spacing, tabulation, touch, and repeater action.
- Color-accented in choice of four decor-matching colors.

**Typing Tips**

For sharpest, clearest carbon copies, duplicating masters or stencils, be sure you have: (1) clean type, (2) correct platen, (3) correct ribbon, (4) correct carbon. There are a number of good pre-assembled carbon and “second” sheet sets designed for one-time use that give very good results. However, if conventional carbon paper is used, it should be in a weight and finish intended to handle the specific job in hand. Four clear copies is about the limit with standard weight carbon paper. For 6 to 12 copies you should use a special carbon paper in combination with onion skin or thin copy paper.

To insert a bulky carbon pack, release paper feed and insert pack of paper and carbons into feed roll, then return release lever.

Another tip: Feed the paper sheets in without carbons, rolling the platen knob enough for the paper feed rollers to get a grip. Then insert carbon sheets, and twirl the whole pack into typing position.

If you need to make a notation on carbons only — insert a piece of paper between the ribbon guide and the letter. Type on this and the notation will appear only on the carbons.
AUTOMATIC PUSH-BUTTON ON/OFF SWITCH  The on/off button is conveniently positioned on the keyboard just to the right of the typing keys. Once the cord has been plugged into the proper outlet,* just a touch on the switch button activates your Secretarial 415. A red light in the button is a reminder that your machine is on—and should be turned off when not in use.

If the motor is on, when the Secretarial 415's exclusive Accessomatic Ribbon Spool Cover is removed and the front panel is tipped forward, the power is automatically shut off—to save fingers and copy. When the front panel is repositioned, power is automatically restored.

*Most Secretarial 415's are built for use with AC outlets only, and are severely damaged if plugged into a DC outlet. If you have ordered a Secretarial 415 for use with DC however, make sure you use it only with a DC outlet.

AUTOMATIC PAPER INSERTION AND CONTROL  Your new Secretarial 415 has completely automatic control for unprecedented paper handling ease—The Smith-Corona Paper Injector-Ejector.

Holding paper in the left hand, place the left edge against the paper guide allowing the top of the sheet to rest evenly on the feed rollers at the base of the Paper Table. Pull the "stick shift" injector lever forward and the paper pops in and up instantly, aligned and positioned for immediate typing. The calibrated measurements (4 through 18) are scaled for type styles with 6 lines to the vertical inch. When the indicator is set at 18 the paper will appear with approximately 3 inches of space above the writing line. For inserting a pack of carbons, pull paper release lever (at the right of the carriage) forward, insert carbons, then return paper release and use injector. You will find that carbon package slippage has been virtually eliminated in the Secretarial 415, providing incomparable precision throughout many carbons.

SCALES  The Smith-Corona Coordinated Scale System considerably simplifies determination of margin and tabular stop positions. Scales on both the Paper Table and Paper Bail are identical. In addition to holding the paper snugly against the roller, the Paper Bail Scale is used for establishing margins, columns in tabular work, length of lines, and indentations.

Your Secretarial 415 automatically indicates the center of your paper. When an 8½x11 sheet is injected with the paper guide set at the inside pointer on the paper table scale, the center of the sheet is indicated by the pointer on the paper bail. Insert an 11" wide sheet with the paper guide at the outside pointer on the extreme left of the paper scale.
AUTOMATIC PUSH-BUTTON MARGINS
It's so conveniently quick, easy to set margins. Merely position the carriage for the desired left-hand margin, and depress the left margin button at the left end of the carriage. To set for the right-hand margin, merely move the carriage to the desired right margin and depress the right margin button. The carriage release buttons are placed close to the margin buttons to make resetting of margins a simple one-hand, one-step operation. To reset a left margin, depress the left carriage release button and the left margin button, move the carriage to the right position and release the two buttons simultaneously. The same operation is used to reset your right margin. To type beyond either margin use the Margin-Release (M-R) Key.

REPEATOMATIC PUSH-BUTTONS
Automatic repeat action is built into the keys you customarily use for repeated impressions—
Repeat Line Spacing—on Carriage Return Key
Repeat Forward Spacing—on Space Bar
Repeat Back Spacing—on Back Space Key
Repeat Dots—on Period Key
Repeat Cross-Out Key—on "X" Key
Repeat Hyphen-Underline—on Hyphen-Underline Key
Any other, or all, typing keys can be similarly equipped—another Smith-Corona luxury feature. Extra pressure activates the repeat action.

COPYOMATIC™ FOR PUSH-BUTTON COPIES
Copy clarity “insurance” at a touch of the finger—whether you want one copy or a dozen!
The Copymatic Push Button is just to the left of the typing keys directly on the keyboard. Depress button to select key pressure and assure perfect multiple carbon copies—without pounding the keys. Set for the number of copies desired, and the weight of paper being used. With a minimum period of experimentation you will instinctively know the right setting for every manifolding job.
AUTOMATIC PUSH-BUTTON RIBBON SELECTION  Quickest, easiest selection of ribbon color and material ever developed for a typewriter! Both fabric and carbon ribbons in place and ready for your use at the touch of a button. Red, Black, and Stencil also set with color-coded push buttons.

For distinguished print-like look on executive letters, and perfect copy for reproduction, push the button (C) on the Ribbon Selector panel directly above the keyboard, and your carbon ribbon is instantly in position for print-perfect typing.

CHANGING THE CARBON RIBBON  Tip up Carbon Ribbon Elevator (red button on right, under cover plate) and remove empty ribbon supply spool. The ribbon is easily removed from carrier. Lift rewind spool and push off ribbon by the holes provided. Allowing 18" of lead, drop new Carbon Ribbon Supply spool into right socket. Thread ribbon following diagram on inside of front cover plate. Wrap lead ribbon around spindle of rewind spool and drop into left socket. Push front plate forward to activate machine, and ribbon is automatically positioned for print-perfect-typing.

COLUMN SELECT  A bright new dimension in labor-saving speed and accuracy is added to your tabulation jobs with Column Select—a Smith-Corona plus-feature on your 415. It permits you to stop the return of the carriage at a tab position, instead of letting it return all the way to the left margin. Use this feature when you reach the end of a typing line and wish to start your next line at the second or third tab stop, for example. Just depress the Carriage Return Key as you would normally to return to the left margin; however, when your typing position moves a little to the left of the column you wish to type in, depress the Column Select Key to stop the carriage at that point. After a little practice you'll find you can coordinate the Return and the Select Key to pinpoint your stop.
AUTOMATIC LINESPACING CONTROLS
The Control Dial Your Secretarial 415 provides the luxury of no less than five distinct line-spacing options: 1, 1½, 2, 2½ and 3 line spaces.
You simply set the number of desired spaces on the control dial, and it comes up automatically when you press the powered Carriage Return Key to return the carriage. A little extra pressure gives you automatic repeat line spacing.
Line Retainer Pulling this device forward permits you to remember and return to your original writing line when it becomes necessary to turn to other parts of the page for marginal notes or subscripts. Restoring the Line Retainer to its original position adjusts the Platen to the original writing line.

AUTOMATIC REPEAT ACTION CARRIAGE RETURN Luxuriously cushioned in neoprene rubber, your Secretarial 415's carriage return is smoother, faster, quieter than ever! A touch on the large, easy-to-reach Return Button starts the carriage instantly gliding back to the lefthand margin. For quiet repeat linespacing, just hold the Return Button down.

TOUCH SELECTOR Match your Secretarial 415's touch response to your own fingers simply by turning the control wheel located beneath the Spacebar. This adjusts the pressure necessary to actuate the keys. The Touch Selector Window at the left of the keyboard indicates a range from (L) light to (H) heavy.
This, together with a keyboard scientifically sloped to eliminate excessive finger reach and unnecessary up and down finger motion, gives you the ultimate in fatigue-free typing comfort.
The 250 Secretarial is a full-fledged, full-featured Office Electric Typewriter. It is fully automatic, including the carriage return and back space. This typewriter has the greatest weight-to-performance efficiency of any on the market today. It can be used on the leaf of a desk, on a telephone stand... even on a packing case!
AUTOMATIC CARRIAGE RETURN
A touch of your little finger (without moving from the home keys) operates the carriage return. The large RETURN button is easy-to-reach on the right of the keyboard. Just a touch on the button provides quiet, smooth linespacing.

MARGIN SETTING With the 250's exclusive Quick-set™ margins, you can set both the right and left margins without moving the carriage. Just depress the Left or the Right Margin Button, and slide it so the line on the button is over the desired position on the scale. As you are typing, a warning bell sounds approximately seven spaces before you reach the right margin.

To type beyond the right margin, depress the Margin-Release (M-R) Key when you reach the end of the line and continue typing. To type beyond the left margin, depress and hold the M-R Key while moving the carriage with the Back-space Key or the Carriage Release Lever to the typing position desired.
ON/OFF SWITCH AND LIGHT The ON/OFF switch is conveniently located just to the right of the keyboard. To use your typewriter, just plug the cord into a proper alternating current (A.C.) outlet and rotate the ON/OFF switch to ON. The power light on the right of the upper front panel lights as a reminder that your typewriter is on. Make sure you rotate the ON/OFF switch to OFF when the typewriter is not in use.

COPY SET™ DIAL With the Copy Set Dial, you can regulate the force with which the keys strike the paper without changing your typing touch. The higher you set the dial the harder the keys strike and the greater the number of clear copies you can make. The best setting for a particular job depends on the kind of paper used and the number of carbons required. For most typing requiring a minimum of copies, however, set the dial at 1, 2 or 3. With a little experimenting, you can determine the right setting for any typing job.
INSERTING PAPER  For most typing, set the Paper Guide on the Paper Scale at 0. Then place the left edge of the paper flush with the Paper Guide so the paper rests evenly along the back of the Platen (roller) behind the Erasure Table. Turn the Platen Knob away from you until the paper is positioned for typing. Rest the Paper Bail snugly against the paper. To insert bulky packs of paper or to straighten paper, first pull the Paper Release Lever forward. Push the lever back before typing.

RIBBON COLOR SELECTOR  Move the Ribbon Color Selector on the upper right of the keyboard up to the black position to type with the black part of your ribbon; down to the red position to type in red; and to the middle position to type with stencils. With the Selector at the middle position, the ribbon is not used since an inked impression is not needed to type with stencils.
World's Most Automatic
MANUAL OFFICE TYPEWRITER ........... the
Smith-Corona
SECRETARIAL 76

The Spirit of "76" brings a soaring new dimension of freedom from typing drudgery!

In this magnificent machine Smith-Corona engineers and designers have created a manual typewriter that is almost as automatic, as effortless, as our superb electrics. And, like the electrics, it produces incomparably precise, cameo-clear, uniform print unsurpassed in elegance by any manual typewriter.

No other manual office typewriter offers you so many built-in automatic advantages... no other manual typewriter has been endowed with the velocity and stamina to stand up to the fastest typing without a stutter.

The Secretarial 76 is your declaration of independence from key-jamming, distorted spacing, overprinting, (and from your eraser!) — at any speed. It makes 5 o'clock fatigue a thing of the past for every typist!
AMONG THE MANY SPECIAL ADVANTAGES OF THE SECRETARIAL 76 YOU WILL FIND . . .

- Automatic push-button controls for margin settings and release, tabulator stops.
- Automatic repeat spacing with exclusive Space-O-Matic Space Bar.
- Balanced pressure for uniformly elegant line of write.
- Exclusive accelerated action for precision typing — at any speed.
- Exclusive half-space push button for faster, cleaner corrections.
- Soundproofed — with insulation, and insulated enclosure for quiet, clatter-proof performance.
- Removable platen makes cleaning a breeze, permits interchange with special purpose platens.
- Exclusive changeable type — quick-as-a-wink, for greater typing versatility, utility, and elegance.
- Improved paper feeding characteristics minimize paper slippage.

AUTOMATIC INSTANT-SET MARGINS A touch of a button sets your margins precisely where you want them— instantly. Just move the carriage to the position you want for your left margin and touch the left Margin Push Button. That sets it. Set right-hand margin the same way, using the right-hand Margin Push Button. Another method — while holding down the Push Button, move the carriage to where you want the margin, then release the Push Button. You can do it easily with one hand!
PAPER SCALES, AND INSERTING THE PAPER

Your new Secretarial 76 is designed for time-saving convenience and precision, starting with the moment you insert the paper... which you do in the usual way, with the left edge of the paper against the Paper Guide. (For several sheets with carbons use the Paper Release Lever on the right of the carriage.)

The Secretarial 76 scales system is coordinated—markings are the same on the Paper Table, Paper Bail, and Carriage Scales. You will find that this makes your work very much easier, and that it insures uniformity and neatness.

To Center a Heading: Note two arrowhead markings toward the left of the paper table scale (circled in illustration). For 8½" paper set the Adjustable Paper Guide at the inner arrowhead pointer and insert paper; then to find the center of your 8½" sheet, move the carriage until the Carriage Scale arrowhead marking is over the Printing Point Indicator. For 11" paper, set the paper guide on the outer arrowhead pointer on the scale; insert the paper and move the carriage until the Carriage Scale arrowhead marking is over the Printing Point.

To center other sizes: With the paper guide at zero, insert the paper and divide the carriage scale reading on the right edge by two. In all cases, finding the starting point for a heading centered on the page is a matter of backspacing half the number of characters, starting from the center point. (The character count must include spaces and punctuation.)

The Bail Scale on your 3-position Floating Paper Bail establishes margins, columns, line lengths, indentations, etc. The large rubber Paper Bail rollers hold paper smoothly to platen.

The Line Indicator is even with bottom of your writing line. To reinsert paper or to make corrections, use the Variable Line Spacer to find the exact writing line; free your paper with the paper Release Lever; move paper until scale lines on Line Indicator are directly centered on printed characters. Alignment will then be perfect.
PAGE GAGE  This Smith- Corona exclusive is an immeasurable aid in insuring neat, even bottom margins on multi-page letters and reports. The Indicator (at left-hand edge of platen) is graduated to accommodate paper sizes from 8” to 13”. Before inserting the paper, turn your platen until the red numeral corresponding to the length of paper you are using is positioned directly over “Set” on the Platen Scale. (Illustration shows the correct setting for 11” size.) Now—insert your paper.

As you near the end of the page, the white numerals on the red field, appearing over the “End” on the Platen Scale, will indicate in inches the exact amount of paper remaining. The Page Gage has markings that indicate 2”, 1½”, 1”, and ½” of paper remaining.

AUTOMATIC RIBBON CONTROL LEVER  Look for it on the right front plate—it gives you quick, sure, and easy selection. Simply depress the Ribbon Control Lever halfway for stencil cutting, all the way for red. Push the button in the upward direction to return to black.

ERASURE TABLE  This convenience is rarely found on manual office typewriters. Turn your paper up onto the table for a hard, flat erasing surface. If you are near the bottom of a page, turn the paper way down and move the lower part up and around to the Erasure Table. It also provides a surface when pen or pencil writing is necessary. When this table is in use it is impossible for paper to refeed.
THE INCOMPARABLE TIME-SAVING CONVENIENCE OF SPACE-O-MATIC REPEAT SPACING

Smith-Corona's exclusive Space-O-Matic® Space Bar is one of the most important recent advances ever built into a manual office typewriter, bringing you the time-saving convenience of automatic repeat spacing.

With the Space-O-Matic, single spacing is accomplished as usual, one space at a time. To repeat space, simply depress the space bar a little farther than usual, and the typewriter will continue to space rapidly across the page—all the way, if you wish—until you lift your thumb from the bar. You always have complete control of your starting and stopping points by applying and releasing pressure.

Use it to indent—Merely depress the Space-O-Matic Bar at the left margin. Release the bar when the carriage reaches your typing point.

Use it to set tab stops—Press the Space-O-Matic bar until you reach your desired tabulator positions, then release. Depress and release the Tab Set Push Button. Press down the Space Bar again until you reach your next tab position.

Use it to Spread Characters—Keep the space bar down, and as it travels, you can sprinkle asterisks, ditto marks, hyphens or other characters evenly across the page by repeatedly striking the key you want. With a little practice you can achieve extreme regularity, save minutes of time.

Use it to tabulate—For short tabulations, when setting Tabulator Stops would be a waste of time, the Space-O-Matic Space Bar serves as an excellent tabulator. You can also use it for temporary Tab Stops between regular ones.

CHECK POINTS FOR OPERATING

If your typewriter misbehaves, very often it is something simple that you have overlooked. Make sure...

1. Your ribbon selector has not accidentally moved to stencil.
2. Your margin control button has not been accidentally tripped, releasing the margin to an unnatural position.
3. Some of your typebars are not jammed.

SERVICE If servicing is required, contact the nearest SCM Typewriter Service Center, or your dealer. SCM recommends that your 76 be adjusted, lubricated, serviced by a trained SCM typewriter technician.
The description and specifications contained herein were in effect at the time this book was approved for printing. The SCM Corporation, whose policy is that of product improvement (without waiting for model changes) reserves the right to discontinue models, or to change specifications and design, without notice or without incurring obligation.